

Building Inspector (T)

Building Inspector

Program Management Assistant

Cashier Monitor (T)

Cashier Monitor

Computer Programmer (T)

Computer Programmer

Residential Security Coordinator

Carpenter Foreman (T)

Carpenter Foreman

Painter Foreman (T)

Painter Foreman

Mechanic Foreman (T)

Mechanic Foreman

Administrative Associate (T)

Administrative Associate

FSN#2009/76 (T)

Building Inspector

OPEN TO: All Interested Candidates

POSITION: Building Inspector, FSN-6; FP-8, Trainee

OPENING DATE: July 10, 2009

CLOSING DATE: July 23, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Building Inspector in its Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

## **BASIC FUNCTION OF POSITION:**

The jobholder responsibility covers all activities of all Short Term Leased Apartments such as acquisition, system design and construction, furnishing, management, maintenance, disposal and reporting of all conditions to the Facilities Management.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Four years’ experience in all aspects that comprise the foundation of maintenance and repair techniques as a fully qualified journeyman; (3) Level III (Good working knowledge) speaking/reading/ writing in English and Level IV (Fluent) speaking/reading/writing in Thai; (4) Ability to drive and possess a valid Thai’s driver license.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

## **PLEASE ATTACH A COPY OF TRANSCRIPT AND DRIVING LICENSE**

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**CLOSING DATE FOR THE POSITION: JULY 23, 2009**

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FSN#2009/76

Building Inspector

OPEN TO: All Interested Candidates

POSITION: Building Inspector, FSN-7; FP-7

OPENING DATE: July 10, 2009

CLOSING DATE: July 23, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Building Inspector in its Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The jobholder responsibility covers all activities of all Short Term Leased Apartments such as acquisition, system design and construction, furnishing, management, maintenance, disposal and reporting of all conditions to the Facilities Management.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Five years’ experience in all aspects that comprise the foundation of maintenance and repair techniques as a fully qualified journeyman; (3) Level III (Good working knowledge) speaking/reading/ writing in English and Level IV (Fluent) speaking/reading/writing in Thai; (4) Ability to drive and possess a valid Thai’s driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 23, 2009**

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FSN#2009/81  
**Program Management Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Management Assistant, FSN-8; FP-6

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**  
Not Ordinarily Resident (NOR): FP-6  
Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in Global AIDS Program, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Provide expert program and financial management, as well as administrative reporting assistance, advice and/or guidance associated with the activities funded by CDC as grants, contracts and/or cooperative agreements. Duties also included responsible for the planning and the execution of various management and administrative reporting functions of CDC’s complex portfolio of implementation activities with the Ministry of Public Health, the Bangkok Metropolitan Administration, and other health-related institutions in Thailand.

**QUALIFICATIONS REQUIRED:**

**NOTES: (1)** All applicants must address each selection criterion detailed below with specific and comprehensive information

supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

**(1)** Bachelor’s degree in Business Administration, Finance, Accounting or management-related field is required; **(2)** Three years of work experience in program management, administrative support activities, finance and accounting; **(3)** Level IV (Fluent) in speaking, reading, and writing both English and Thai; **(4)** Must have good computer skills including MS office, word processing, spreadsheets, e-mail, database, etc.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

*Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.*

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2009/85 (T)

Cashier Monitor

**OPEN TO:** All Interested Candidates

**POSITION:** Cashier Monitor, FSN-8; FP-6 (Trainee)

**OPENING DATE:** July 17, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6 (Trainee)

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Cashier Monitor in its Disbursing Division, Financial Service Center (FSC), located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as FSC Bangkok liaison for all cashiers, assistant cashiers, and sub-cashiers. Responsible for monitoring the cashier activities, reviewing and initiating on needs/problems related to the technical proficiency of cashier operations, and providing guidance on policy, procedure, and instructions to USDO and assigned Class B Cashiers in countries assigned. Must be able to travel alone up to 15% of time to Middle East and Asia regions under unhealthy, difficult and/or dangerous conditions.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Accounting, Finance, or Business Administration; (2) Four years of progressive experience work in the area of finance, including one year in handling and maintaining records of financial disbursement and/or receipt; (3) Must be able to read, write, speak and comprehend English and Thai at Level III (Good working knowledge); (4) Must possess extensive knowledge of law, regulations, the process of controlling and handling of cash and currency instruments and management of cash, the interrelationships of disbursing with financial accounting, and the requirements of banks and banking institutions; (5) Must possess proficient IT skills in using various office equipment including computers and software applications, e.g., Word, Excel, accounting and disbursing software.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 23, 2009**

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FSN#2009/85

## Cashier Monitor

**OPEN TO:** All Interested Candidates

**POSITION:** Cashier Monitor, FSN-9; FP-5(Step 1 thru 4)

**OPENING DATE:** July 17, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Cashier Monitor in its Disbursing Division, Financial Service Center (FSC), located at 95 Wireless Road, Bangkok.

### **BASIC FUNCTION OF POSITION:**

Serve as FSC Bangkok liaison for all cashiers, assistant cashiers, and sub-cashiers. Responsible for monitoring the cashier activities, reviewing and initiating on needs/problems related to the technical proficiency of cashier operations, and providing guidance on policy, procedure, and instructions to USDO and assigned Class B Cashiers in countries assigned. Must be able to travel alone up to 15% of time to Middle East and Asia regions under unhealthy, difficult and/or dangerous conditions.

### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Accounting, Finance, or Business Administration; (2) Five years of progressive experience work in the area of finance, including two years in handling and maintaining records of financial disbursement and/or receipt; (3) Must be able to read, write, speak and comprehend English and Thai at Level III (Good working knowledge); (4) Must possess extensive knowledge of law, regulations, the process of controlling and handling of cash and currency instruments and management of cash, the interrelationships of disbursing with financial accounting, and the requirements of banks and banking institutions; (5) Must possess proficient IT skills in using various office equipment including computers and software applications, e.g., Word, Excel, accounting and disbursing software.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 23, 2009**

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FSN#2009/89 (T)

**Computer Programmer**

OPEN TO: All Interested Candidates

POSITION: Computer Programmer, FSN-7; FP-7, Trainee

OPENING DATE: July 10, 2009

CLOSING DATE: July 23, 2009

WORK HOURS: Full-time; 40 hrs/week

## **SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Programmer in the Computer Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

## **BASIC FUNCTION OF POSITION:**

As the Database Programmer/Web Administrator/Help Desk Administration/Senior Technical Support for the AFRIMS Information System (AIS), this management information system encompasses medical scientific, financial, logistical, personnel and property management components. Also performs duties of the assistant system administrator, mail server administrator and senior applications programmer/analyst.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completed Bachelor's degree in Computer Science, Information Management or related field; (2) Two years of experience as an applications programmer with one year experience as a relational database programmer; (3) Must be familiar with software and system design techniques such as flow charting, top down design and structured programming; (4) Must have advanced knowledge of programming language such as Visual Basic, Java, JavaScript, Java, PHP, HTML and XML also including database design model system such as UML, ER etc.; (5) Good network/hardware/software troubleshooting skills in a Microsoft Windows Server 2003 Network Environment; (6) Level IV (Fluent) speaking/reading/writing in English and Thai.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2009/89

**Computer Programmer**

OPEN TO: All Interested Candidates

POSITION: Computer Programmer, FSN-8; FP-6

OPENING DATE: July 10, 2009

CLOSING DATE: July 23, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Programmer in the Computer Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

As the Database Programmer/Web Administrator/Help Desk Administration/Senior Technical Support for the AFRIMS Information System (AIS), this management information system encompasses medical scientific, financial, logistical,

personnel and property management components. Also performs duties of the assistant system administrator, mail server administrator and senior applications programmer/analyst.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completed Bachelor’s degree in Computer Science, Information Management or related field; (2) Three years of experience as an applications programmer with one year experience as a relational database programmer; (3) Must be familiar with software and system design techniques such as flow charting, top down design and structured programming; (4) Must have advanced knowledge of programming language such as Visual Basic, Java, JavaScript, Java, PHP, HTML and XML also including database design model system such as UML, ER etc.; (5) Good network/hardware/software troubleshooting skills in a Microsoft Windows Server 2003 Network Environment; (6) Level IV (Fluent) speaking/reading/writing in English and Thai.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2009/90

## **Residential Security Coordinator**

**OPEN TO:** All Interested Candidates

**POSITION:** Residential Security Coordinator, FSN-8; FP-6

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

## **SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Residential Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

### **BASIC FUNCTION OF POSITION:**

Conduct detailed residential security surveys at tall apartments and houses to ensure compliance with security standards. Manage office by creating survey reports, updating programs and maintaining files with hardcopies for survey report. Advise residential security matters including complaints by residents, residential security incidents, and claims of suspicious activities around residences, and communicate with landlord. Communicate with landlords and General Service office regarding recommended, security upgrades where needed. Help improve security programs including access procedures for visitors, and communication with the residence's landlord and security guards to ensure that security procedures are current and applicable. Ensure that all instructions given by RSO are fully understood and implemented.

### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website

(1) Bachelor's degree in Business Administration, Social Science or Arts is required; (2) At least three years experience in the Security and Administrative fields; (3) Level IV (Fluent) speaking/reading/writing English and Thai are required; (4) Must be a self-starter and learn to prioritize a heavy workload with minimal supervision or guidance and have strong communication, presentation, and organizational skills and a thorough knowledge of Microsoft Access and Excel; (5) Must be knowledgeable in physical security issues as it pertains to personnel access control and community based housing; (6) Trained in use of computer program ACCESS (standard), MS Word (standard), MS Excel (standard) standard knowledge of how security and safety equipment works: how fire alarms are installed as well as the installation and operation of CCTVs, electric motor gates.

### **SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2009/91 (T)

Carpenter Foreman

OPEN TO: All Interested Candidates

POSITION: Carpenter Foreman, FSN-5; FP-9, Trainee

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Working as a supervisor of Post's carpentry and building construction trade, consisting of five multi-skilled carpenters. Perform wood construction, renovation, installation, preventive maintenance, and repair on extensive range of small and large wood structure and wood accessories for various Government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on

the Website.

**(1)** Completion of at least two years post secondary study at college or university (high vocational school or equivalent); **(2)** Three years of direct experience in maintenance, repair and construction of carpentry; **(3)** Level II (Limited Knowledge) speaking/reading/writing in English and Thai; **(4)** Ability to operate various hand tools, power equipment, and instruments; **(5)** Ability to operate computer; **(6)** Ability to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 30, 2009**

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FSN#2009/91

Carpenter Foreman

OPEN TO: All Interested Candidates

POSITION: Carpenter Foreman, FSN-6; FP-8

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Working as a supervisor of Post's carpentry and building construction trade, consisting of five multi-skilled carpenters. Perform wood construction, renovation, installation, preventive maintenance, and repair on extensive range of small and large wood structure and wood accessories for various Government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in maintenance, repair and construction of carpentry plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 30, 2009**

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FSN#2009/92 (T)

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-5; FP-9, (Trainee)

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Work as the supervisor of Post's Painting Shop, consisting of six tradesmen to paint the interiors and exteriors of U.S. Government held properties. Perform works involved in the application of decorative and protective coating materials.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in building painting and construction work; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 30, 2009**

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FSN#2009/92

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-6; FP-8

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Work as the supervisor of Post’s Painting Shop, consisting of six tradesmen to paint the interiors and exteriors of U.S. Government held properties. Perform works involved in the application of decorative and protective coating materials.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in building painting and construction work plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT AND THAI DRIVER'S LICENSE**

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**CLOSING DATE FOR THE POSITION: JULY 30, 2009**

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FSN#2009/93 (T)

**Mechanic Foreman**

OPEN TO: All Interested Candidates

POSITION: Mechanic Foreman, FSN-5; FP-9, Trainee

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Mechanic Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

## **BASIC FUNCTION OF POSITION:**

Work as the supervisor for the Mechanic Shop, consisting of two multi-skilled mechanics to install, maintain, and repair metal structures, products, and extensive range of large and small mechanical equipment for various government held properties.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in maintain, repair, and installation of mechanical system; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver’s license.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SUBMIT APPLICATION TO:**

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**CLOSING DATE FOR THE POSITION: JULY 30, 2009**

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FSN#2009/93

Mechanic Foreman

OPEN TO: All Interested Candidates

**POSITION:** Mechanic Foreman, FSN-6; FP-8

**OPENING DATE:** July 17, 2009

**CLOSING DATE:** July 30, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Mechanic Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Work as the supervisor for the Mechanic Shop, consisting of two multi-skilled mechanics to install, maintain, and repair metal structures, products, and extensive range of large and small mechanical equipment for various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in maintain, repair, and installation of mechanical system plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 30, 2009**

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FSN#2008/88 (T)  
**Administrative Associate**

**OPEN TO:** THAI Citizens

**POSITION:** Administrative Associate, FSN-5 (Trainee)

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**  
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/ Office of Public Health (USAID/OPH), located at GPF Witthayu, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent assists the lead secretary in providing a full range of secretarial and administrative support services to the Office of Public Health (OPH). Main duties include of travel arrangements, office records management, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, and maintaining day-to-day contact / program interaction with counterparts and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US

Embassies and other US government agencies.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(1)** A University Degree in Business/Public Administration, International Development, Financial, Social Science, Arts or other related field; **(2)** A minimum of one years experience of progressively in secretarial/administrative management; **(3)** Level III (Good working knowledge) speaking/reading/writing in English and Thai; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2008/88

**Administrative Associate**

**OPEN TO:** THAI Citizens

**POSITION:** Administrative Associate, FSN-6

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**  
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/ Office of Public Health (USAID/OPH), located at GPF Witthayu, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent assists the lead secretary in providing a full range of secretarial and administrative support services to the Office of Public Health (OPH). Main duties include of travel arrangements, office records management, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, and maintaining day-to-day contact / program interaction with counterparts and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US

Embassies and other US government agencies.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(1)** A University Degree in Business/Public Administration, International Development, Financial, Social Science, Arts or other related field; **(2)** A minimum of two years experience of progressively in secretarial/administrative management; **(3)** Level III (Good working knowledge) speaking/reading/writing in English and Thai; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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